

BOARD OF SUPERVISORS

Brown County



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ADMINISTRATION COMMITTEE

Tom Lund, Chair
Jack Krueger, Vice Chair
Patty Hoeft, Tony Theisen, Andy Williams

ADMINISTRATION COMMITTEE

Thursday, May 28, 2009

5:30 p.m.

**Room 200, Northern Building
305 E. Walnut Street**

- I. Call to order.
- II. Approve/modify agenda.
- III. Approve/modify minutes of April 23, 2009.

Communications

1. Communication from Supervisor Warpinski re: Request that Information Services make campaign finance reports filed with the Brown County Clerk available.
2. Communication from Supervisor Erickson re: Bid formats should include more personal information regarding taxes and loans and if any of these payments are in arrears or defaults. Bidder should be checked out by our Board Attorney before moving the award forward to any boards or committees.
3. Communication from Supervisor Williams re: To review the policies and procedures of the Clerk of Courts office relating to employees in the Office.
4. Communication from Supervisor Scray re: During the Budget process Administration (1) explore the option of not doing charge backs; (2) evaluate depts. that give money back to the General Fund on a regular basis and possibly adjusting their levy amount to reflect a 5-year average of what they have given back previously.

County Clerk

5. Resolution re: Opposition to U.S. Senate Bill 149 the "Weekend Voting Act".

Facility & Park Management

6. Budget Status Financial Report for March 31, 2009.
7. Update on Courthouse Roof Plan.
8. Director's Report

Human Resources

9. Budget Status Financial Report for April 30, 2009.
10. Activity Report for April 2009.
11. Vacant Positions on Hold Pending Review.

Dept. of Administration

12. Prepaying for Diesel Fuel and Gasoline to Save Money.
13. New Financial System Update.
14. Planning for 2010 Budget.
15. 2009 Budget Transfer Log.
16. Grant Application Approval Log.
17. Administration Budget Status Financial Report for April 20, 2009.
18. Information Services Budget Status Financial Report for April 30, 2009.
19. Request for Budget Transfer (#09-28): Reallocation of Salaries and Fringe Benefits to another major budget category except contracted services, or reallocation to Salaries and Fringe Benefits from another major budget category except contracted services: Transfer of funds from delayed annual secondary internet access project at Jail in Other Utilities and transfer to Overtime Earnings to cover increased overtime to eradicate computer virus and implement new financial system.
20. Information Services Update for May 28, 2009.

Treasurer

21. Request to fill Account Clerk II Position from Temporary to Permanent.
22. Financial Report for the Months of January, February and March.

Child Support Agency – Budget Status Financial Report for April, 2009. No agenda items.
Corporation Counsel – Budget Status Financial Reports for April, 2009. No agenda items.

Other

23. Audit of bills.
24. Such other matters as authorized by law.

Tom Lund, Chair

Notice is hereby given that action by the Committee may be taken on any of the items which are described or listed in this agenda. Please take notice that it is possible additional members of the Board of Supervisors may attend this meeting, resulting in a majority or quorum of the Board of Supervisors. This may constitute a meeting of the Board of Supervisors for purposes of discussion and information gathering relative to this agenda

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PROCEEDINGS OF THE BROWN COUNTY ADMINISTRATION COMMITTEE

Pursuant to Section 18.94 Wis. Stats., a regular meeting of the **Brown County Administration Committee** was held on Thursday, April 23, 2009, in Room 200 of the Northern Building – 305 East Walnut Street, Green Bay, Wisconsin.

Present: Tom Lund, Chair; Jack Krueger, Andy Williams, Patty Hoeft, Tony Theisen

Excused:

Also Present: Supervisors Andrews, Clancy, Johnson, La Violette and Nicholson; Executive Tom Hinz, Jayme Sellen, Mary Reinhard, Debbie Klarkowski, Paula Kazik, Nick Evgenides, Lynn VandenLangenberg, Bob Heimann, Bill Dowell, John Machnik, Darlene Marcelle, Sandy Juno, and Other Interested Parties.

I. **CALL TO ORDER:**

The meeting was called to order by Chairman Lund at 5:30 p.m.

II. **APPROVE/MODIFY AGENDA:**

A MOTION WAS MADE BY SUPERVISOR KRUEGER AND SECONDED BY SUPERVISOR HOEFT TO APPROVE. Vote taken. MOTION CARRIED UNANIMOUSLY.

III. **APPROVE/MODIFY MINUTES OF MARCH 26, 2009:**

A MOTION WAS MADE BY SUPERVISOR WILLIAMS AND SECONDED BY SUPERVISOR THEISEN TO APPROVE. Vote taken. MOTION CARRIED UNANIMOUSLY.

COMMUNICATIONS

1. **COMMUNICATION FROM SUPERVISOR ANDY NICHOLSON RE: TO CREATE A COUNTY POLICY TO RETURN UNUSED HOUSING VOUCHERS. (REFERRED BACK FROM JANUARY ADMINISTRATION COMMITTEE MEETING.)**

Supervisor Nicholson stated that Rob Strong of the City of Green Bay Housing Authority was asked to bring information back three months ago to the committee and nothing had been received.

Supervisor Krueger stated that it was his understanding that after further discussion the consensus was that if unused vouchers cannot be legally returned, it was null and void. Nicholson stated that he was supposed to receive that information in writing.

Supervisor Theisen recalled that the committee was told at the January meeting that there was not a procedure to return unused vouchers. It was explained that

the number of vouchers was a leftover from a previous system and that it was a matter of money, in which they did not have, and not the number of vouchers. He suggested sending a letter requesting information.

Supervisor Johnson stated that she had sat on the Housing Authority in the past and explained that you can not transfer vouchers, every County is designated to amount of money and they try to utilize it as much as they can. She felt there had to be a policy on returning them.

A MOTION WAS MADE BY SUPERVISOR THEISEN AND SECONDED BY SUPERVISOR KRUEGER TO SEND A LETTER TO ROB STRONG OF THE CITY OF GREEN BAY HOUSING AUTHORITY, FROM THE COMMITTEE, REQUESTING HE BE PRESENT AT THE NEXT ADMIN COMMITTEE MEETING TO PROVIDE AND PRESENT WRITTEN INFORMATION FROM FEDERAL AUTHORITIES ON IF THEY CAN OR CANNOT RETURN UNUSED VOUCHERS TO HUD AND IF THEY CAN OR CANNOT RETURN UNUSED MONEY AND TO SUPPLY THE COMMITTEE WITH THE NAMES AND CONTACT INFO FOR THE PEOPLE ON THE FEDERAL HOUSING AUTHORITY. Vote taken. MOTION CARRIED UNANIMOUSLY.

2. COMMUNICATION FROM SUPERVISOR JOHNSON RE: HAVE OUR INFORMATION SERVICES (I.S.) DEPARTMENT SET UP THE COMPUTER IN THE BASEMENT AT CENTRAL LIBRARY AND REPORT BACK BY NEXT MONTH TO THE EDUCATION AND RECREATION COMMITTEE. (REFERRED FROM APRIL COUNTY BOARD.)

Supervisor Johnson stated that she had toured the Central Library and in the basement were 160 computers for public use being stored that are purchased for a very reasonable price from UW-Green Bay. They were not being used because the IS Department had not been able to convert them over. She explained there was high demand for use of computers and waiting lists for people to use them. Johnson understood that IS was busy but that it was necessary to bring this forward.

Bob Heimann, IS Director, stated that the computers were not additional computers that the public will be using but that they were replacement PCs for one that are currently in use. The computers do need to be installed but since the public has PCs to use it had not been a priority on their list. There is a software upgrade that is going in for a PC reservation system but the software upgrade has problems and those need to be resolved first. Heimann stated that Library Director Lynn Stainbrook had just emailed him asking him not to install the computers if they can not print.

Johnson responded that this information was new to Ms Stainbrook. She stated that the tragedy is is UWGB will find other resources for the computers if Brown County can't react faster because they turn them over every two years. So it's realize that these computers are not being used there are a lot of charitable organizations that can utilize them but it's a valuable tool for the library and a cost savings for the library.

Supervisor Krueger suggested that since these computers were only being used as replacements and that there was a high demand for more computers for the public use that this be referred to the Library Board. Heimann responded that if the Library Board requested additional computers and it was approved by the proper channels, IS would be installing them.

A MOTION WAS MADE BY SUPERVISOR THEISEN AND SECONDED BY SUPERVISOR KRUEGER REFER MATTER TO THE LIBRARY BOARD TO DETERMINE THE PROPER USE OF THE COMPUTERS. Vote taken. MOTION CARRIED UNANIMOUSLY.

3. COMMUNICATION FROM SUPERVISOR ANDREWS RE: TO LOOK INTO THE POSSIBILITY OF PUBLICIZING THE TAXES AND FEES PASSED ON TO THE COUNTY BY POSTING THEM ON THE COUNTY WEBSITE, OR ON THE TAX BILLS IF ROOM PERMITS, ALONG WITH PHONE NUMBERS FOR OUR STATE REPRESENTATIVES. (REFERRED FROM APRIL COUNTY BOARD.)

Supervisor Andrews stated she brought this forward because of her concerns with the fees that are going to the State. As a taxpayer and as an elected official, if she were to raise taxes, she would be willing to be held responsible and be able to justify her decisions to her constituents. For other people to raise taxes and not be able to do that, she felt it was dishonest and it prevents taxpayers and citizens of the county from finding out who levied the tax on them and who to complain to about it. Ideally Andrews would like to add on the county website a place where you can type in your address or parcel number and your taxes would come up and it would show you what got paid with your taxes. It would also include a list of contact phone numbers of delegations. She would personally like a disclaimer on the bottom of everyone's tax forms.

Supervisor Theisen was in support but stated that this was similar to the Communication from Supervisor Dantine re: drafting a Resolution to oppose increases in fees assessed by the State of Wisconsin and collected by the County.

Supervisor Lund would like to see the State only in charge of income taxes and if they wanted counties do programs, have the counties pay for the programs but allow them to set their own fees. This would eliminate the State from taking the fees from county programs. Lund suggested putting on the webpage what the average taxpayer pays in fees every year to State and local government because those fees would be coming from out of pocket and not property tax. Fees such as fishing license, hunting license, car registration, etc.

A MOTION WAS MADE BY SUPERVISOR THEISEN AND SECONDED BY SUPERVISOR KRUEGER TO DEVELOP A SUBCOMMITTEE TO WORK WITH INFORMATION SERVICES DIRECTOR, BOB HEIMANN AND BRING BACK TO COMMITTEE. Vote taken. MOTION CARRIED UNANIMOUSLY.

TREASURER

Item #4 & #5 were taken together.

4. FINANCIAL REPORT FOR THE MONTH OF DECEMBER.
5. BUDGET STATUS FINANCIAL REPORTS FOR DECEMBER, 2008; FEBRUARY, 2009 AND MARCH, 2009.

A MOTION WAS MADE BY SUPERVISOR KRUEGER AND SECONDED BY SUPERVISOR THEISEN TO RECEIVE AND PLACE ON FILE ITEM #4 & #5. Vote taken. MOTION CARRIED UNANIMOUSLY.

DEPT. OF ADMINISTRATION

6. ASSET MAINTENANCE FUND EXPENDITURES:

A MOTION WAS MADE BY SUPERVISOR KRUEGER AND SECONDED BY SUPERVISOR WILLIAMS TO APPROVE. Vote taken. MOTION CARRIED UNANIMOUSLY.

7. 2009 BUDGET TRANSFER LOG:

A MOTION WAS MADE BY SUPERVISOR THEISEN AND SECONDED BY SUPERVISOR KRUEGER TO APPROVE. Vote taken. MOTION CARRIED UNANIMOUSLY.

8. GRANT APPLICATION LOG:

A MOTION WAS MADE BY SUPERVISOR WILLIAMS AND SECONDED BY SUPERVISOR HOEFT TO APPROVE. Vote taken. MOTION CARRIED UNANIMOUSLY.

9. ADMINISTRATION BUDGET STATUS FINANCIAL REPORT FOR FEBRUARY, 2009:

Supervisor Theisen questioned if there was the option of prepaying for diesel fuel and gasoline to save money. Administration Director, Lynn Vanden Langenberg, stated that she would speak with the Purchasing Department and report back.

A MOTION WAS MADE BY SUPERVISOR THEISEN AND SECONDED BY SUPERVISOR HOEFT TO APPROVE. Vote taken. MOTION CARRIED UNANIMOUSLY.

10. INFORMATION SERVICES BUDGET STATUS FINANCIAL REPORT FOR FEBRUARY, 2009:

A MOTION WAS MADE BY SUPERVISOR KRUEGER AND SECONDED BY SUPERVISOR THEISEN TO RECEIVE AND PLACE ON FILE. Vote taken. MOTION CARRIED UNANIMOUSLY.

COUNTY CLERK

11. BUDGET STATUS FINANCIAL REPORT FOR MARCH, 2009.

A MOTION WAS MADE BY SUPERVISOR KRUEGER AND SECONDED BY SUPERVISOR HOEFT TO RECEIVE AND PLACE ON FILE. Vote taken. MOTION CARRIED UNANIMOUSLY.

12. UPDATE AND REPORT ON STATUS OF CLERK 1/BILINGUAL POSITION:

Darlene Marcelle, County Clerk, stated that there had been a retirement back in January and she had immediately gone to Human Resources (HR) to have that position refilled. An HR analysis reviewed the new updated job description and then forwarded an evaluation sheet to Marcelle asking her to describe every program in the Clerks office in which she had filled out and returned (attached). Marcelle explained that she was only asking to fill a position that had already been in the Table of Organization and had been budgeted for. She felt their department had reduced expenses and increased revenue. Handouts (attached) re: Account Clerk 1 position description and a graph entitled, "County Clerk's Property Taxes – Increase Due to Indirect Costs Charged to Budget" were provided. Marcelle explained that Human Resource Director, Debbie Klarkowski, had asked if she could utilize a temp employee through the end of March in which she stated she could. She had hoped the position would be filled by the end of March to start with training for help to cover vacations and get ready before an upcoming retirement of another employee in the office. She stated after meeting with HR she had received a letter, which was previously provided to all the members on the committee, stating, "After much discussion with the County Executive and Director of Administration, a decision had been made not to fill the Account Clerk 1 vacancy at this time."

Supervisor Krueger stated that after reading the letter it should have stated "a decision had been made to recommend to the County Board to not fill the Account Clerk 1 vacancy at this time." The County Executive can recommend changing the Table of Organization but that it can not be done without the County Boards approval. Chair Lund added that the County Board sets the budget and the Table of Organization. Executive Hinz responded that the budget that was approved last year included \$850,000 in savings by holding positions open for a period of time. To reach this goal they have to be LEAN and follow out budget recommendations. Krueger went on to add that since HR indicated that this position should not be filled, it was the responsibility of HR to work with the department head to help automate, streamline, and improve efficiencies to determine if the vacant position could be eliminated without severe consequences. He stated that he cannot support not filling the position at this time and recommended that this be brought back in 30 days to next meeting for a decision after HR had worked with the County Clerk.

Chair Lund stated that it was important to have employees in positions that most deal with the public that can speak Spanish in order to serve the new members of our community. Klarkowski responded that there was already a bilingual employee working in the department.

Supervisor Williams asked how much study had been completed; Debbie Klarkowski, Director of Human Resources, indicated that an initial study had been completed at this point based on the information provided to the analyst. It was recognized that the total transactions in the County Clerk's Department had decreased by 25 percent since 2007; however there had been an increase in staff from 5.1 FTE's in 2007 to 5.6 FTE's in 2009. They had to look at why the decrease in transactions but an increase in staff. In addition, Klarkowski compared other counties with smaller or larger populations and learned that those counties have a much smaller staff within their Clerk's Department with similar duties being performed. Dane County had 4.75 staff and .5 is a temp for election help and Outagamie had 3 FTE's. Williams asked that HR provide along with the FTE's the duties that those Clerk offices provide such as services provided that are not mandated. He stated he understood where Executive Hinz was coming from in holding open positions but that the letter doesn't state a timeline. A lengthy discussion ensued regarding the process of filling positions and options for possible ways of streamlining in the Clerk's office.

Supervisor Theisen questioned how did this get added to the agenda and stated there are a lot of issues being discussed that should be handled not at committee but by the staff. He further stated there is always a better way of doing things and that there should be a better process. He felt that instead of Marcelle placing it on as one of her agenda items, it should have come from HR. He understood Marcelle's concerns and felt the letter from HR did not inform the department head or the committee on what they planned on doing next. If he had to make a decision tonight, it would be to fill the position but he hasn't heard from HR yet and he had to see their evaluation and recommendation. Just as much as he respects all the work done in the Clerk's office, he respects the work done by HR. Lund followed, the County Clerk, an elected official, has identified a need for this position that is already in the Budget and has already put money back to the County by doing extra in her department. Further HR has not come back with a concrete solution and that is why he agreed, as Chair of the committee, to place this on the agenda. Klarkowski responded that she would be able to give an update by the next Administration Committee meeting.

Supervisor Clancy stated as the Town Clerk for the Town of Holland he knows that there is a lot of training needed for positions like this one. He further stated that "when something is working you want to keep it working." He would not be in support of leaving the position open if it came to the County Board.

Supervisor Johnson stated that the County Clerk's office is "the front line customer service to the County." She complimented Marcelle and her office on the courtesy demonstrated to those calling and visiting that office. Johnson stated that this department has increased revenue and that revenue is used to pay for this position which is needed to maintain the service, skills, and help for elections.

Supervisor La Violette felt the Clerk's Department did a commendable job and stated that she is told that the service given by this department is "second to none." She recognized that a goal was set for the County to save \$850,000 and questioned the status of this. Lynn VandenLangenberg, Director of Administration, indicated that at the beginning of the year you would not see a lot

of savings but the plan was, as positions vacate they look to see if there were ways to share positions or transfer within departments instead of adding more. Through February there was about \$10,000 in savings from two vacated positions.

Supervisor Hoeft stated that the reason for her support was that there was no response from HR as to the recognition of the workload described by the Clerk; and no recognition that HR agreed or disagreed that she had this work- load to deal with; and no action as to how to deal with that workload or not deal with it. She stated that the Clerk's office is the hub of the County, and Brown County wants to make sure that the service is the best. In regards to LEAN, Hoeft felt it was important. They had made a commitment to LEAN and to find an \$850,000 saving and there should be another motion made to talk about the strategies or the plan to make that happen. Once there is a plan, everyone can get behind it and make progress.

Supervisor Williams is not convinced that it is justified not to fill a position, because at this point there is no documentation stating that. It has been 3 months since this position was vacated. He is not sure the motion is actually needed, because the position is already in the Table of Organization. By way of substitution Williams would make a motion that the Committee directs HR to post this and take applications.

Sandy Juno, Chief Deputy Clerk, wanted to clarify that by filling this position the hours of the Clerk Typist I position are eliminated. Lund interjected that this will have to come as a resolution that one position is eliminated and another created with the cost. Marcelle stated that it is not definite that this position would be dropped for sure because of the statewide voter registration of Help America Vote Act.

Supervisor La Violette felt that because the County had been "LEAN and mean" for many years, any position that becomes vacant should be filled. The bottom line is, should they be honest in the budget. She questioned if it was realistic in saying there would be an \$850,000 savings to the taxpayers. La Violette believes there should be trust within Department Heads to make decisions about what they need in their departments.

Supervisor Johnson stated that Brown County should find a long-term solution and this is being forced into a short-term solution. The Committee needs more details and more time. Supervisor Johnson stated that as each department head comes before this Committee their opinion has to be respected. Supervisor Johnson stated that through employee retirement there could be additional savings toward the \$850,000.

Supervisor Krueger stated that his understanding was that HR would do an evaluation when there was a vacancy and he hopes that we haven't made HR so tight that they are not constantly evaluating departments. That should be part of management team conversations. He stated that it is unacceptable to hold up a position when a department head says this has serious ramifications. He does not agree that all positions should be filled; rather, all positions should be evaluated.

A MOTION WAS MADE BY SUPERVISOR HOEFT AND SECONDED BY SUPERVISOR KRUEGER TO FILL THE POSITION. Ayes: 4 (Hoeft, Krueger, Williams, Lund); Nays: 1 (Theisen). MOTION PASSED.

13. UPDATE ON WORKSPACE/POSSIBLE EXPANSION IN COUNTY CLERK'S OFFICE:

Marcelle stated she had written a letter to the Facilities Department back in 2007 requesting more space for privacy reasons. She informed that she had met with the County Executive it had been explained that there were plans to move the Medical Examiner (ME) into the space.

Executive Hinz stated that they had looked at several options and it was suggested to move the ME to the Northern Building since most of his business is with people that come to this building. It would also freed up space for the District Attorney's office to move the ME out of the current location. Facilities had looked at how there could be a compromise between bringing the ME over to this building and giving the Clerk some space and the suggestion was not acceptable to Ms Marcelle.

Further discussion ensued regarding being LEAN within departments and the County's facility master plan. It was decided once a recommendation or a decision is made; it will be brought back to the committee. Supervisor Williams suggested taking a tour of the Northern Building as a committee.

A MOTION WAS MADE BY SUPERVISOR HOEFT AND SECONDED BY SUPERVISOR THEISEN TO REFER BACK TO STAFF. Vote taken. MOTION PASSED UNANIMOUSLY.

14. PROPOSAL TO ELIMINATE ALL SPRING ELECTIONS/PROPOSAL TO ALLOW 17 YEAR OLDS TO VOTE IN FEDERAL ELECTIONS:

A MOTION WAS MADE BY SUPERVISOR KRUEGER AND SECONDED BY SUPERVISOR HOEFT TO REFER TO CORPORATION COUNSEL TO DRAFT A RESOLUTION WITH THE HELP OF THE COUNTY CLERK TO OPPOSE. Vote taken. MOTION CARRIED UNANIMOUSLY.

HUMAN RESOURCES

15. RESOLUTION OPPOSING THE GOVERNOR'S PROPOSED CHANGES TO INSURANCE LAWS AND 2009 SENATE BILL 20.

A MOTION WAS MADE BY SUPERVISOR KRUEGER AND SECONDED BY SUPERVISOR HOEFT TO OPPOSE THE GOVERNOR'S PROPOSED CHANGES TO INSURANCE LAWS AND SENATE BILL 20. Vote taken. MOTION CARRIED UNANIMOUSLY.

16. ACTIVITY REPORT FOR MARCH 2009:

A MOTION WAS MADE BY SUPERVISOR KRUEGER AND SECONDED BY SUPERVISOR HOEFT TO RECEIVE AND PLACE ON FILE. Vote taken.

MOTION CARRIED UNANIMOUSLY.

17. BUDGET STATUS FINANCIAL REPORT FOR MARCH, 2009.

A MOTION WAS MADE BY SUPERVISOR THEISEN AND SECONDED BY SUPERVISOR WILLIAMS TO RECEIVE AND PLACE ON FILE. Vote taken. MOTION CARRIED UNANIMOUSLY.

FACILITY & PARK MANAGEMENT

18. BUDGET STATUS FINANCIAL REPORT FOR FEBRUARY 2009.

A MOTION WAS MADE BY SUPERVISOR THEISEN AND SECONDED BY SUPERVISOR HOEFT TO RECEIVE AND PLACE ON FILE. Vote taken. MOTION CARRIED UNANIMOUSLY.

19. UPDATE ON COURTROOM BRANCH 8:

Bill Dowell, Facility Management Director, provided handouts (attached) and stated in 2006 there was a leak in the roof and it was seeping through damaging the wall. An engineer firm and a roofing contractor had come and taken a look. Dowell stated they had received an estimate to replace the corner of the roof. What was happening was, the snow was building up over the edge of the copper and after 20 years of that, it was seeping up under the copper and draining down into the room. There was an idea to melt the snow with heat tape, which was ran along the gutter and it took care of the problem up until a second problem occurred this year. Leaks are coming from the gutter of the copper roof in which they anticipate more life of it yet. Currently they are repairing the rubber roofs which had been ongoing. Interior repair will come after the entire leaking problem is fixed. Dowell recommended bringing back the analysis for the full replacement.

A MOTION WAS MADE BY SUPERVISOR KRUEGER AND SECONDED BY SUPERVISOR THEISEN TO REPORT BACK BI-MONTHLY ON A PROGRESS REPORT. Vote taken. MOTION CARRIED UNANIMOUSLY.

20. DIRECTOR'S REPORT:

Dowell reported they had one employee that had worked over a 12 hour period of time twice on an emergency basis. Lastly, the upper dome with the bell had some deterioration of the support columns and there were plans for repair on the weekend at an estimate cost of \$170,000.

A MOTION WAS MADE BY SUPERVISOR THEISEN AND SECONDED BY SUPERVISOR WILLIAMS TO RECEIVE AND PLACE ON FILE. Vote taken. MOTION CARRIED UNANIMOUSLY.

CHILD SUPPORT AGENCY – BUDGET STATUS FINANCIAL REPORT FOR MARCH, 2009. NO AGENDA ITEMS.

CORPORATION COUNSEL – BUDGET STATUS FINANCIAL REPORTS FOR FEBRUARY, 2009 AND MARCH, 2009. NO OTHER AGENDA ITEMS.

COUNTY CLERK – BUDGET STATUS FINANCIAL REPORT FOR MARCH, 2009. NO OTHER AGENDA ITEMS.

OTHER

21. AUDIT OF BILLS.

A MOTION WAS MADE BY SUPERVISOR KRUEGER AND SECONDED BY SUPERVISOR WILLIAMS TO PAY THE BILLS. Vote taken. MOTION CARRIED UNANIMOUSLY.

22. SUCH OTHER MATTERS AS AUTHORIZED BY LAW. None.

MOTION MADE BY SUPERVISOR THEISEN AND SECONDED BY SUPERVISOR HOEFT TO ADJOURN AT 8:15 P.M. MOTION APPROVED UNANIMOUSLY

Respectfully submitted,

Alicia A. Loehlein
Recording Secretary

June 17, 2009

TO THE HONORABLE CHAIRMAN AND MEMBERS
OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies & Gentlemen:

OPPOSITION TO U.S. SENATE BILL 149 THE "WEEKEND VOTING ACT"

WHEREAS, U.S. Senator Herb Kohl has sponsored legislation (S. 149) that would establish the first Saturday and Sunday after the first Friday in November, in even numbered years, as election days; and

WHEREAS, S. 149 has no provision for funding (unfunded mandate) and will result in increased expense to Brown County; it's towns, village and cities and all other municipalities in the State of Wisconsin; and

WHEREAS, due to extended voting hours over 2 consecutive days ballot security could become compromised and creates the potential for voter fraud; and

WHEREAS, poll workers are required to be trained and state certified; they are difficult to secure for Election Day; and extended voting hours on a weekend would reduce the number of people who would be willing to work at polls; and

WHEREAS, absentee voting has more than adequately met the objectives of existing Federal and State election requirements in Brown County; and

WHEREAS, the Wisconsin County Clerk's Association has expressed opposition to the provisions set forth in S. 149 as being costly and difficult to comply with.

NOW, THEREFORE, BE IT RESOLVED, the Brown County Board of Supervisors oppose S. 149 creating weekend voting; and

BE IT FURTHER RESOLVED that a copy of this resolution be sent to
Congressman Kagen, Senator Herb Kohl, Senator Russ Feingold and the Wisconsin
Counties Association.

Respectfully Submitted,

ADMINISTRATION COMMITTEE

Approved By:

COUNTY EXECUTIVE

Date Signed: _____

BOARD OF SUPERVISORS ROLL CALL # _____

Motion made by Supervisor _____

Seconded by Supervisor _____

SUPERVISOR NAMES	DIST. #	AYES	NAYS	ABSTAIN
WARPINSKI	1			
DE WANE	2			
NICHOLSON	3			
THEISEN	4			
KRUEGER	5			
HAEFS	6			
ERICKSON	7			
BRUNETTE	8			
ZIMA	9			
EVANS	10			
VANDER LEEST	11			
JOHNSON	12			
DANTINNE, JR	13			

SUPERVISOR NAMES	DIST. #	AYES	NAYS	ABSTAIN
LA VIOLETTE	14			
ANDREWS	15			
KASTER	16			
KNIER	17			
WILLIAMS	18			
FLECK	19			
CLANCY	20			
WETZEL	21			
LANGAN	22			
SCRAY	23			
HOEFT	24			
LUND	25			
FEWELL	26			

Total Votes Cast _____

Motion: Adopted _____ Defeated _____ Tabled _____

Brown County
Facility Management
Budget Status Report

3/31/2009

	Annual Budget	YTD Budget	YTD Actual
Salaries	\$ 2,432,863	\$ 552,103	\$ 546,659
Fringe Benefits	\$ 1,226,878	\$ 306,721	\$ 281,788
Operations & Maintenance	\$ 663,608	\$ 165,902	\$ 152,233
Travel & Conference	\$ 5,434	\$ 1,358	\$ 1,174
Utilities	\$ 873,300	\$ 218,325	\$ 250,913
Contracted Services	\$ 429,439	\$ 107,360	\$ 75,896
Clothing Allowance	\$ 6,855	\$ 1,713	\$ 570
Outlay	\$ 93,400	\$ 23,350	\$ 1,394
Total Expenses	\$ 5,731,777	\$ 1,376,832	\$ 1,310,627
Property Tax Revenue	\$ 3,314,499	\$ 828,625	\$ 828,624
Intergov't Charges	\$ 1,755,574	\$ 438,893	\$ 425,101
Miscellaneous Revenue	\$ 661,704	\$ 165,426	\$ 167,479
Total Revenues	\$ 5,731,777	\$ 1,432,944	\$ 1,421,204

HIGHLIGHTS:

Expenses and revenues are on track to meet budget goals.

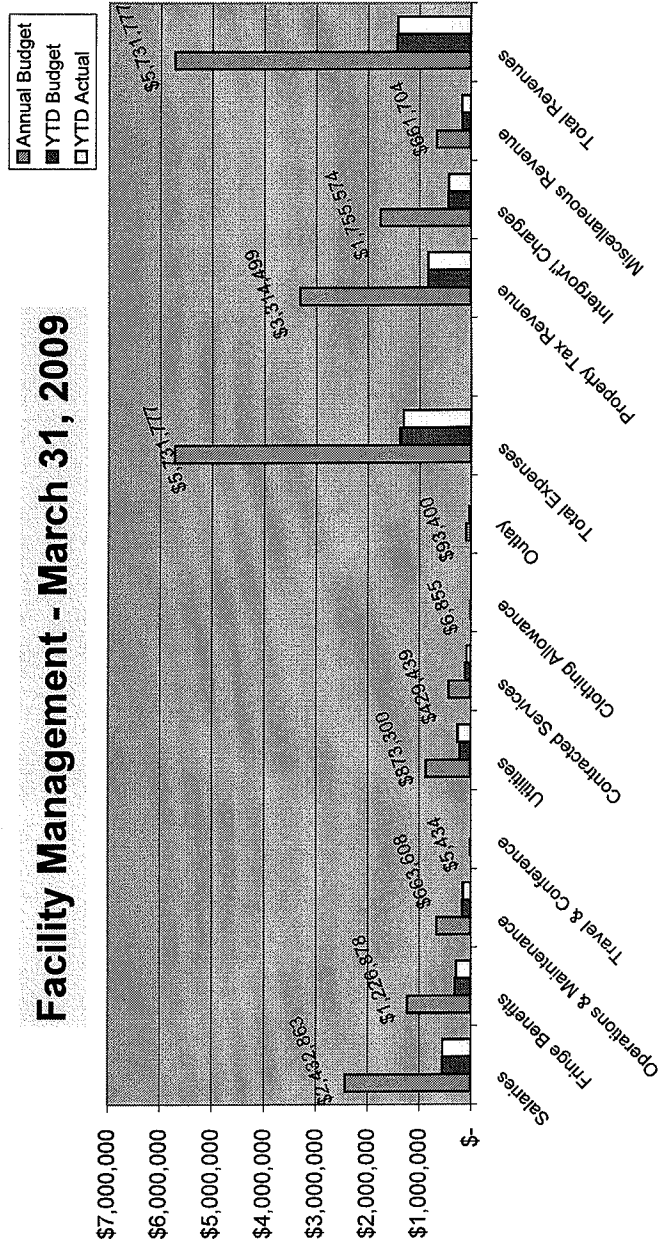
Expenses:

Expenses are 5% under budget.

Revenues:

Revenues exceed expenses.

Facility Management - March 31, 2009



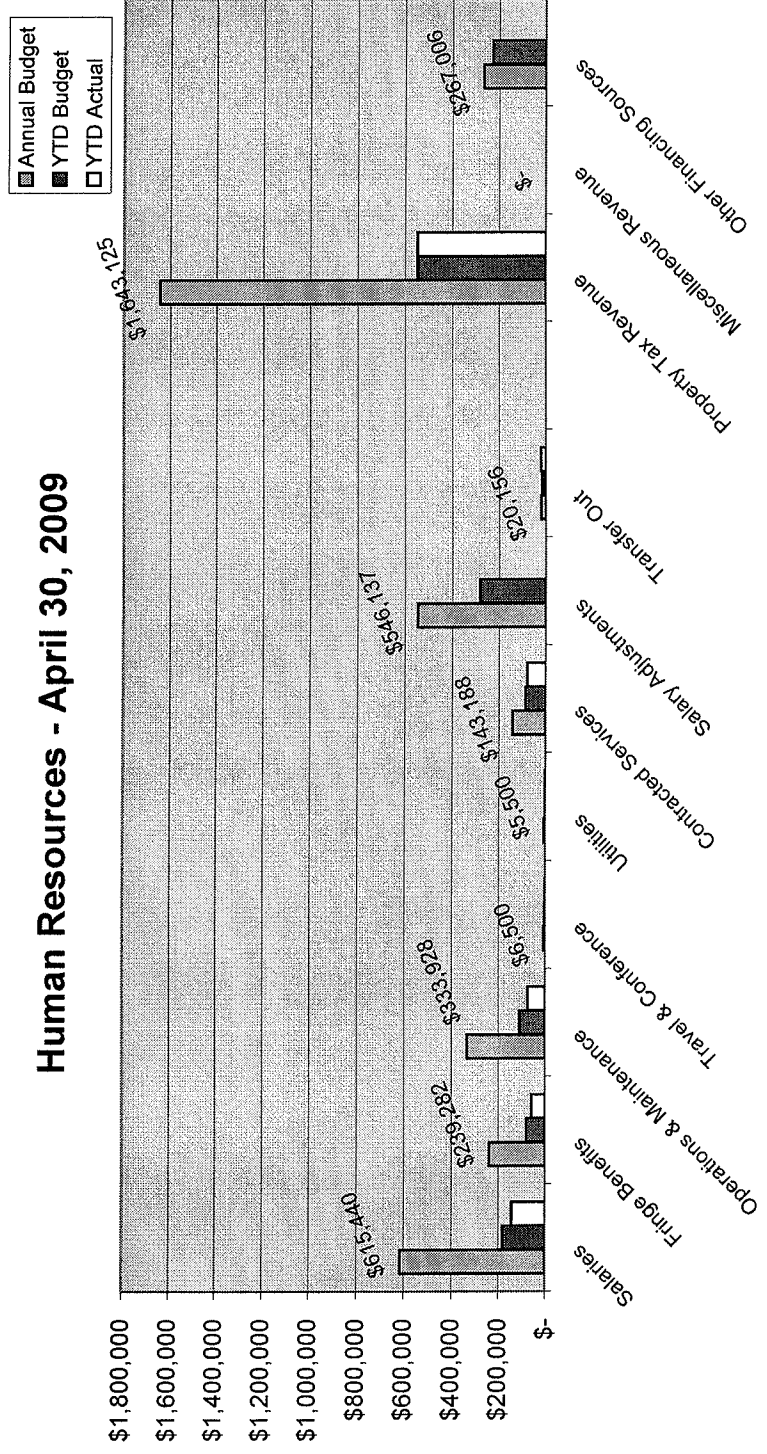
Brown County
Human Resources
Budget Status Report
4/30/2009

	Annual Budget	YTD Budget	YTD Actual
Salaries	\$ 615,440	\$ 182,265	\$ 143,238
Fringe Benefits	\$ 239,282	\$ 79,642	\$ 58,724
Operations & Maintenance	\$ 333,928	\$ 111,311	\$ 75,313
Travel & Conference	\$ 6,500	\$ 2,167	\$ 1,090
Utilities	\$ 5,500	\$ 1,833	\$ 1,402
Contracted Services	\$ 143,188	\$ 86,848	\$ 78,927
Salary Adjustments	\$ 546,137	\$ 282,045	\$ -
Transfer Out	\$ 20,156	\$ 16,156	\$ 20,156
Property Tax Revenue	\$ 1,643,125	\$ 547,709	\$ 547,708
Miscellaneous Revenue	\$ -	\$ -	\$ 286
Other Financing Sources	\$ 267,006	\$ 228,121	\$ -

HIGHLIGHTS:

All cost categories are within budget. The Salary Adjustment line item is used for Retirement Payout, Retroactive Pay (if the department budget cannot absorb) and Casual Leave Payout.

Human Resources - April 30, 2009



HUMAN RESOURCES DEPARTMENT

Brown County

305 E. WALNUT STREET
P.O. BOX 23600
GREEN BAY, WI 54305-3600

DEBBIE KLARKOWSKI, PHR

PHONE (920) 448-4065 FAX (920) 448-6277 WEB: www.co.brown.wi.us

HUMAN RESOURCES MANAGER

Date: May 19, 2009
To: Administration Committee Members
From: Debbie Klarkowski, Human Resources Manager
Re: Administration Committee Report

HUMAN RESOURCES ACTIVITY REPORT FOR APRIL 2009

Hires:***Full-Time:***

Administrative Secretary	1
Engineering Technician	1
LPN	1
Receptionist	1
System Administrator	1

Part-Time:

Clerk	1
CNA	3
LPN	1
RN	1

Limited Term/Seasonal/On-Call:

Concessionaire I	1
Intern	1
On-call CNA	8
On-call LPN	1
On-call RN	1
Seasonal Golf	4
Seasonal Park Maintenance	9
Seasonal Park Ranger	5
Seasonal Trail Ranger	2
UW Ext – Extra Help	1

TOTAL HIRES: 44**Separations:*****Full-Time:***

Hospital/Nursing Home Admin	1
HS Executive Director	1
Patrol Officer	1
Planner 1	1
Planning/Quality Director (HR)	1

Part-Time:

AODA Counselor II	1
-------------------	---

Limited Term/Seasonal/On-Call:

On-call CNA	1
Concessionaire	1

TOTAL SEPARATIONS: 8**Current Employees:**

Regular Employees: 1474 (1383.72 FTE's)

Extra Help: 249

Total Employees: 1723

HUMAN RESOURCES DEPARTMENT

Brown County

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DEBBIE KLARKOWSKI, PHR

PHONE (920) 448-4065 FAX (920) 448-6277 WEB: www.co.brown.wi.us

HUMAN RESOURCES MANAGER

TO: Administration Committee

FROM: Debbie Klarkowski
Human Resources Manager

RE: Vacant positions on hold pending review

DATE: May 20, 2009

Following is a list of the current vacant positions on hold pending analysis.

Dept.	Position Title	# of Vacancies	A1 - HR Apprv. Date	Status
Highway	Assistant Superintendent	1	On Hold	Plan to be presented to PD & T Committee in May
Highway	Facility Mechanic	1	On Hold	Discussion with Highway and Facility Departments
Human Services	Clerk I	1	On Hold	Working with H/S
Human Services	Administrative Secretary	1	On Hold	Working with H/S
Human Services	Records Management Clerk	1	On Hold	Working with H/S
Treasurer's	Account Clerk II	1	On Hold	
Administration	Grant Program Coord.	1	On Hold	

Open Positions Review

Vacant positions will be reviewed prior to filling. If the review identifies the following situations, further in-depth review is required prior to making a determination on the position.

1. Automated system implementation is in progress which may significantly change the process and/or job functions of the position or department.
2. Data indicates that transaction counts have decreased or have been shifted to another department.
3. Workload in department is cyclical or seasonal.
4. Funding or sales has decreased.
5. Inconsistent messages are received from personnel within the departments.
6. Unmandated services are offered at a cost to the taxpayers.

These situations DO NOT establish that the position will not be filled, but rather a more detailed analysis is warranted.

The Human Resources Department has the training and experience to work collaboratively with the departments to review process, workflow, etc. This review will result in a recommendation on the position – temporarily fill, permanently fill, share position with a like department, or delete position.

DEPARTMENT OF ADMINISTRATION

Brown County

Division of Purchasing
Kurt Hogarty, Manager
305 E. WALNUT STREET
P.O. BOX 23600
GREEN BAY, WI 54305-3600

LYNN A. VANDEN LANGENBERG

PHONE: (920) 448-4040 FAX: (920) 448-4036 WEB: www.co.brown.wi.us

DIRECTOR

May 18, 2009

TO: Administration Committee

FROM: Kurt Hogarty
Purchasing Manager

SUBJECT: Prepaying for Diesel Fuel and Gasoline to Save Money

Supervisor Theisen questioned if there was the option of prepaying for diesel fuel and gasoline to save money.

The County purchases bulk fuel through the Highway Department. There are 4 locations (noted below) with fuel tanks that are used by Highway, Parks and limited use by the Sheriff. The Sheriff use the County tanks when they are in the area of the tanks but also use the P-Card to purchase off the economy due to patrol locations and community visibility at gas stations and convenience stores.

	<u>Duck Creek</u>	<u>Denmark</u>	<u>Greenleaf</u>	<u>New Franken</u>
#2 Diesel	30,000 gal tank	12,000 gal tank	12,000 gal tank	2,000 gal tank
Unleaded	15,000 gal tank	1,000 gal tank	1,000 gal tank	1,000 gal tank

The Highway Department is in frequent communications with local fuel suppliers (SemFuel, US Oil, Draeger Oil, Garrow, County Horizons, etc.) to monitor market trends and forecasts. When supplies allow, they purchase, via Bid Request, based on these market forecasts when prices are low. Purchases are made by full tanker loads of approximately 7,500 gallons each. The Highway Dept. has looked into purchasing futures in the past and determined that it was in their best interest to continue monitoring prices and forecasts and buying based on need when prices are high and stockpiling when prices are low. This information was recently validated when the City of Green Bay put out a Bid for futures. Pricing came back at \$2.20 per gallon for Diesel which was above their trigger point and all Bids were rejected. The City has decided to watch market forecasts and trends and possibly re-Bid the futures in the fall. If market forecasts warrant, Purchasing will work with Highway and the City of Green Bay on a cooperative futures Bid but also recommends limiting any futures to no more than 25% of requirements due to the volatile fuel market.

Below are historical prices Highway has paid since the beginning of 2009:

1/8/09	Unleaded	\$1.596 per gallon	1/26/09	Diesel	\$1.7892 per gallon
2/4/09	Diesel	\$1.6961 per gallon	2/18/09	Diesel	\$1.5422 per gallon
4/27/09	Diesel	\$1.7806 per gallon			

Recommendation: Based on the above prices paid since the beginning of the year and results of the City of Green Bay's futures Bid, Purchasing recommends the Highway Department continue with their current procurement process for fuel.

DEPARTMENT OF ADMINISTRATION

Brown County

305 E. WALNUT STREET
P.O. BOX 23600
GREEN BAY, WI 54305-3600

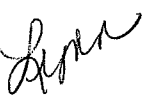
LYNN A. VANDEN LANGENBERG

PHONE (920) 448-4037 FAX (920) 448-4036 WEB: www.co.brown.wi.us

DIRECTOR

May 20, 2009

TO: Department Heads
Administration Committee

FROM: Lynn A. Vanden Langenberg 
Director of Administration

SUBJECT: New Financial System Update

This memo is to inform you of the future plans, request your involvement in the testing and feedback, and finally, solicit your support in the new financial system implementation.

As previously planned, the modules which will be implemented first are Budget, General Ledger, Purchasing, and Accounts Payable. The vendor support on the software currently being used is ending, making these modules the priority.

Timeline: The project teams are preparing testing data. During June, department personnel will be invited to test "real" data with the assistance of the project team. This will be in a lab setting with real-life situations of your department. This testing will provide a structured walk-through of the system and how it operates. Your department will be requested to participate in this testing & lab situations in the various modules prior to the formal training.

During this time, further training will be provided on purchasing procedures, accounts payable procedures, and general ledger functions. This training will assist you in understanding how these various functions can assist you in managing the financial portion of your operations.

A New World representative will be on site the week of June 22 at which time we will do an evaluation of the transaction history brought from our current system into New World Logos, process evaluation, training materials, system functionality, and overall readiness.

Formal training will be provided the week of July 13. The project teams (Brown County staff) are prepared to provide this training. If exceptions to this time line are necessary, there will be Brown County staff to prepare the employees for the system outside of this week. We will work with you on these exceptions.

Our intent is to "go live" on August 1. This is a system that was selected with input from all departments and will be used for many years to come. During the training and transition, we will be working closely with the departments and will continue to be a support center after go live.

After August 1st, we will still have many modules to implement. The next phase of modules will include Payroll & Human Resources. This phase will be in conjunction with the Kronos Timekeeping and Schedule system. Additionally, we will implement the Cash Receipts, Miscellaneous Billing, Assets, and Project/Grant Accounting modules. The timeline for these modules is tentatively set and will be communicated by June 30th.

Brown County has worked diligently to identify its financial and human resource management reporting needs. The software purchase was a preliminary step in this entire process. The project teams have worked diligently over the last 15 months in designing the system specifications for this software to work for Brown County. Due to the magnitude of the project and the age of the systems we are moving from, the project implementation has been broken into phases. Although we can see the end in sight of this first phase, we will continue to develop and implement the other modules. The completion of this first phase does not get us to the finish line, but it does provide a healthy foundation to move into the other phases.

If you have any questions regarding this information, please contact me at 448-4035 or email. I would also encourage you to speak with the project team leaders:

Wendy Charnon, Project Manager & Accounts Payable
Carolyn Maricque, General Ledger
Andrea Konrath, Budget
Kurt Hogarty, Purchasing

The team leaders, as well as the staff, have put in countless hours preparing Brown County for this system implementation. They have been asked for their active participation in this project and have done an outstanding job in maintaining their day-to-day functions in the "Old World" and the design of a more modern way of operating in what will soon become our "New World". I also need to recognize the Programming Staff in the IS Department who have worked almost exclusively on the conversion of the history data from our current systems and brought it into the new system, as well as many other "behind the scenes" activities, such as security and setting up the software. Brown County should be proud of the contributions made by these individuals.

DEPARTMENT OF ADMINISTRATION

Brown County

305 E. WALNUT STREET
P.O. BOX 23600
GREEN BAY, WI 54305-3600

LYNN A. VANDEN LANGENBERG

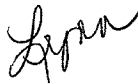
PHONE (920) 448-4037 FAX (920) 448-4036 WEB: www.co.brown.wi.us

DIRECTOR

May 20, 2009

TO: Administration Committee

FROM: Lynn A. Vanden Langenberg
Director of Administration



SUBJECT: Planning for 2010 Budget

The 2010 Brown County Budget planning has started. Although it is early in the process and much of the required data to prepare the budget is not yet available, certain **assumptions** have been made to formulate a forecast of the challenges that lie ahead.

Levy Limit

The State of Wisconsin has not enacted the levy limit for 2010. The following table illustrates a 2% and 3% allowable increase to the levy.

	2009 Levy	2010 Levy at 2%	2010 Levy at 3%
Tax Levy	82,125,411	82,125,411	82,125,411
Less: Syble Hopp School	-3,031,759	-3,031,759	-3,031,759
Less: Debt Service (post 7/1/05)	-6,367,668	-6,367,668	-6,367,668
Tax Levy Subject to Levy Limit	72,725,984	72,725,984	72,725,984
Increase to Tax Levy		1,454,520	2,181,780

Forecast of Expenditures

Based on the current employment census, the forecast for payroll increases is \$1.6 million. Additionally, certain taxes and benefits increase because of the payroll increases. In 2009, the budget included a premium holiday for the health insurance for a savings of \$1.4 million. It is not known at this time if another premium holiday is affordable in 2010. The WRS percent has increased, at an estimated cost of \$540,000. The payroll & benefit increases may total more than \$3.5 million.

The increase in contract services, utilities, etc. has not yet been determined.

Revenue Reductions

In 2009 it was planned to create organizational efficiency at a savings across County departments. The plan was to analyze vacant positions and determine if the position functions could be completed in a more cost-effective manner. The projected savings for 2009 was \$850,000; subsequently offset by payroll estimates made at the budget meeting for a net amount of \$835,487. Due to the difficulty in implementing this strategy, this projected savings will not be included in the 2010 budget.

The State provides revenue to various departments through grants, aid, and service payments. The State budget is not released, and at this time there have not been assumptions made on the potential loss of revenue for the County.

The State Shared Revenue has been reported by the State at a reduction of \$62,506.

With Ashwaubenon closing a TID, in 2009 an estimated \$750,000 was included as revenue in the budget. This will not be available in 2010, however the increase in the equalized value available for taxing should more than offset this decrease in revenue.

Without considering further reductions by the State, revenue will decrease by \$1.6 million.

Debt Service

The debt service payments for debt issued after 7/1/2005 (per current statutes) are not subject to the levy limit. In 2009 the post-7/1/2005 payments total \$6,367,668. In 2010 the debt service payments for post-7/1/2005 payments will increase \$3.1 million and pre-7/1/2005 will decrease \$500,000 for a net debt service increase of \$2.6 million. The debt service payments have increased due to the unusually high borrowings for the Mental Health Center construction \$20.9 million, Communications 911 Building \$5 million, and Fiber Optics \$3.9 million.

Summary

When planning for the budget, two components are considered. The first is the levy limit, the second is the tax rate.

1. Levy Limit: Based on the assumptions thus far, the 2010 budget forecast is:

2009 Levy	\$72,725,984
3% allowable increase	<u>\$ 2,181,780</u>
Total Tax Levy Subject to Limit	\$74,907,764

2009 Departments	\$72,725,984
Increase in Payroll & FB	\$ 3,500,000
Decreased revenues	\$ 1,600,000
Debt service pre-7/1/2005	<u>\$ - 500,000</u>
2009 Department Need	\$77,325,984

Preliminary Estimate of Shortfall \$ 2,418,220

2. Tax Rate: For illustration purposes only!

If the County spends to the 3% allowable increase, the total levy would be:

Tax Levy Subject to Limit	\$74,907,764
Add: Syble Hopp School	\$ 3,031,759
Add: Post 7/1/2005 Debt (est.)	<u>\$ 9,500,000</u>
Total Levy	\$87,439,523

Equalized Value 2009	\$18,071,968,100
Add Ashwaubenon TID	<u>\$ 420,081,300</u>
Total Equalized Value with 0 growth	\$18,492,049,400

Tax Rate	4.73
2009 Tax Rate	4.5444

2009 BUDGET TRANSFER LOG

May Administration Committee

NUMBER	DATE OF REQUEST	DEPT	DESCRIPTION	CAT	EXEC ACTION/ DATE	BOARD APRRL REQ'D? Y or N	BOARD ACTION/DATE	FINANCE, REF. NUMBERS	
								ACTIL	BUD
09-24	4/8/09	Land and Water Conservation	Request to adjust 2009 budgeted DATCP Soil and Water Resource Management line items to reflect final grant allocation from State. Decrease 10-4801-435856 (DATCP Land and Water Plan) and 10-4801-501377 (DATCP Land and Water Plan Payments) each by \$48,116.	5	Approved 4/14/09	Y			
09-25	4/9/09	Administration	2008 to 2009 carryover funds already approved through appropriate oversight committees and County Board (see budget transfer for details).	3a	Approved 4/14/09	N	----		X
09-26	4/21/09	Administration	Transfer of funds to cover 1 st quarter 2009 sick leave payouts for retirees. See budget transfer for more details and account numbers.	3a	Approved 4/23/09	N	----		X
09-27	4/24/09	Health	Request to transfer \$23,000 from 10-6020-492900 (Health Grants) to 10-6010-509010 (Outlay) for the purchase of six cubicle units to move Preparedness Grant staff from U.W. Extension building to the Health Department.	2b	Approved 5/4/09	Y			
09-28	4/30/09	Administration - IS	Request to transfer secondary internet access jail funds to cover the cost of overtime in the IS department due to eradicating computer viruses and implementing new financial system. Transfer \$34,080 from 70-2210-500607 (Other Utilities) to 70-2210-500105 (Overtime Earnings).	3b	Approved 5/4/09	Y			
09-29	5/4/09	NEW Zoo	Allocation of a donation from Linda Immel to be used toward expenses associated with animal care staff ongoing training. Increase 60-6255-488100 (Restricted Donations) and 60-6255-500401 (Restricted Travel & Training) each by \$500.	5	Approved 5/8/09	Y			
09-30	5/4/09	NEW Zoo	Allocation of a donation from BayCare Clinic to be used toward expenses associated with hosting the second annual BayCare Clinic SAFE & Wellness Day. Increase 60-6255-488100 (Restricted Donations) and 60-6255-501339 (Restricted Special Events) each by \$4,000.	5	Approved 5/8/09	Y			
09-31	5/4/09	NEW Zoo	Allocation of a donation from Ashwaubenon Lions Club to be used toward further development of Educational Discovery Carts. Increase 60-6255-488100 (Restricted Donations) and 60-6255-500302 (Restricted Supplies & Expense) each by \$1,000.	5	Approved 5/8/09	Y			
09-32	5/5/09	Golf Course & Land Conservation	Transfer of \$1,745 from Land Conservation to the Golf Course to reimburse for cost shared expenditures to reinforce the stream on Golf Course Hole #9 paid by 70/30 split between the Golf Course and Land Conservation. See budget transfer for actual account break-down information.	4	Approved 5/12/09	Y			
09-33	5/11/09	Facility and Park Management	Request to transfer a portion of the 25x25 grant originally budgeted to cover the FPM Director's time as EI Coordinator to instead pay for energy audits. Increase 10-5410-500908 (Professional Services) and decrease 10-5410-500101 (Salaries) each by \$36,530.	3a	Approved 5/12/09	N	---		

GRANT APPLICATION APPROVAL LOG
May Administration Committee

#	DATE	DEPARTMENT	GRANT TITLE	GRANTOR AGENCY	AMOUNT	MATCH REQ'D	PERIOD	SUMMARY DESCRIPTION
09-21	4/9/09	Facility & Park Management	ARRA Stage 2 Transportation Enhancement (Fox River Trail)	WisDOT	\$219,500	\$0	1/10-9/10	Funds the installation of asphalt surfacing on two miles of the Fox River Trail between Rockland Road and Midway Road (Town of Rockland).
09-22	4/13/09	Public Safety Communications	Homeland Security - MARC Repeater Communications Grant	Wisconsin Office of Justice Assistance	\$910	\$0	5/09-3/10	Pays to equip MARC Repeater with automated repeater identification to reduce interference.
09-23	4/13/09	Public Safety Communications	Homeland Security - MABAS WI Communications Grant	Wisconsin Office of Justice Assistance	\$15,300	\$2,700	5/09-3/10	Used to improve interoperability of public safety answering points Mutual Aid Box Alarm system for fire by adding a base station operating on IFERN/IFERN2 channels for mutual aid.
09-24	4/15/09	Port & Solid Waste	Cat Island Restoration Project	NOAA	19,103,971	0	5/09-12/10	Funds construction of a rock spine structure to act as a wave barrier and provide the essential foundation for restoring the Cat Island chain of barrier islands.

	Annual Budget	YTD Budget	YTD Actual
Salaries	\$ 1,013,157	\$ 300,050	\$ 293,518
Fringe Benefits	\$ 378,311	\$ 124,068	\$ 107,792
Operations & Maintenance	\$ 104,202	\$ 34,734	\$ 29,928
Travel & Conference	\$ 13,081	\$ 4,360	\$ 480
Utilities	\$ 4,400	\$ 1,467	\$ 1,663
Contracted Services	\$ 181,942	\$ 156,609	\$ 39,388
Property Tax Revenue	\$ 1,406,312	\$ 468,770	\$ 468,772
Miscellaneous Revenue	\$ 1,900	\$ 633	\$ 920
Other Financing Sources	\$ 286,881	\$ 136,592	\$ 53,604

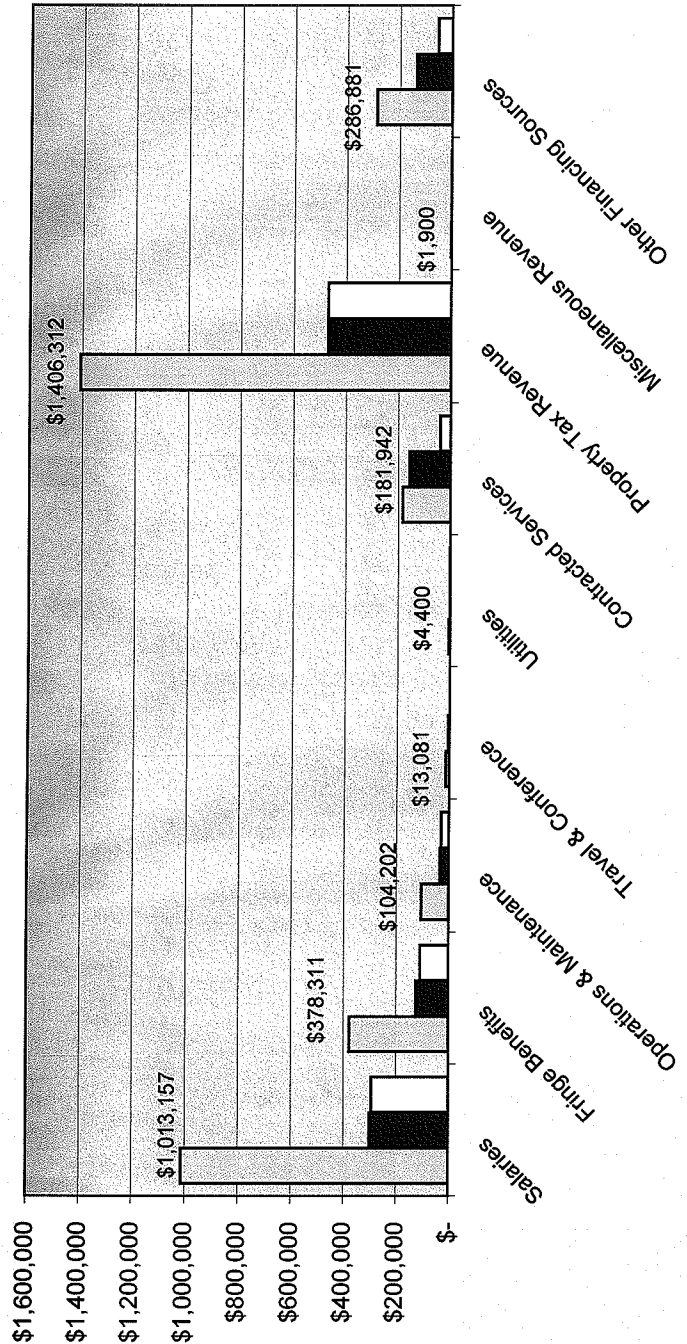
HIGHLIGHTS:

Expenses: Year-to-date savings of \$22,808 in salaries and fringe due to vacancies. Year-to-date savings of \$117,221 in contracted services due to savings related to temporary help hired to assist with the implementation of the new ERP.

Revenues: Transfer in under other financing sources covers the actual salaries and fringe of 3 LTE staff hired to help with the implementation of the new ERP.

Administration April 30, 2009

■ Annual Budget
■ YTD Budget
□ YTD Actual



DEPT: 10-3200
CONTROL: SUMTST/01
REPORT: IS0000S
FORMAT: AB

UNAUDITED

BROWN COUNTY
ADMINISTRATION
DEPARTMENTAL BUDGET REPORT
MONTH ENDING APRIL 30, 2009

PAGE: 0001
DATE: 05/20/2009
TIME: 06:41:00

C U R R E N T M O N T H				Y E A R T O D A T E			
ACTUAL	BUDGET	VARIANCE		ACTUAL	BUDGET	VARIANCE	TOTAL REVISED BUDGET
EXPENDITURES							
73,899	77,550	3,651	REGULAR EARNINGS	268,163	298,569	30,406	1,008,157
5,332	0	(5,332)	PAID LEAVE EARNINGS	23,770	0	(23,770)	0
118	385	267	OVERTIME EARNINGS	1,585	1,481	(104)	5,000
79,349	77,935	(1,414)	TOTAL SALARIES	293,518	300,050	6,532	1,013,157
5,824	31,176	25,352	FICA	21,563	124,068	102,505	378,311
15,268	0	(15,268)	ACCIDENT & HEALTH INSURANCE	55,687	0	(55,687)	0
80	0	(80)	LIFE INSURANCE	241	0	(241)	0
1,155	0	(1,155)	DENTAL INSURANCE	4,250	0	(4,250)	0
570	0	(570)	DISABILITY INSURANCE	2,214	0	(2,214)	0
3,309	0	(3,309)	RETIREMENT CREDIT	12,773	0	(12,773)	0
3,052	0	(3,052)	RETIREMENT	10,908	0	(10,908)	0
39	0	(39)	WORKERS COMPENSATION INSURANCE	156	0	(156)	0
29,297	31,176	1,879	TOTAL FRINGE BENEFITS	107,792	124,068	16,276	378,311
(884)	333	1,217	OFFICE SUPPLIES	2,184	1,333	(851)	4,000
437	226	(211)	SUPPLIES & EXPENSE	700	904	204	2,711
188	242	54	COPY EXPENSE	763	967	204	2,900
349	529	180	PRINTING	3,120	2,117	(1,003)	6,350
525	249	(276)	DUES & MEMBERSHIPS	750	998	248	2,995
0	1,677	1,677	SOFTWARE MAINTENANCE	2,389	6,707	4,318	20,121
3	0	(3)	GAS, OIL, ETC.	3	0	(3)	0
1,050	166	(884)	SPECIAL FORMS	1,050	666	(384)	2,000
0	42	42	ADVERTISING & RECRUITMENT	0	167	167	500
131	259	128	POSTAGE	1,474	1,034	(440)	3,103
23	21	(2)	BOOKS, PERIODICALS, SUBSCRIPTION	63	85	22	1,629
4,570	4,762	192	INFORMATION SERVICES CHRGBCKS	16,725	19,049	2,324	57,147
177	177	0	INSURANCE CHARGEBCKS	707	707	0	2,120
6,569	8,683	2,114	TOTAL OPERATION & MAINT.	29,928	34,734	4,806	104,202
417	1,089	672	TRAVEL, CONFERENCE & TRAINING	480	4,360	3,880	13,081
417	1,089	672	TOTAL TRAVEL & CONFERENCE	480	4,360	3,880	13,081
410	367	(43)	TELEPHONE	1,663	1,467	(196)	4,400
410	367	(43)	TOTAL UTILITIES	1,663	1,467	(196)	4,400
12,539	37,500	24,961	TEMPORARY REPLACEMENT HELP	39,388	119,994	80,606	119,994
0	27,115	27,115	PROFESSIONAL SERVICES	0	36,615	36,615	61,948
12,539	64,615	52,076	TOTAL CONTRACTED SERVICES	39,388	156,609	117,221	181,942
							142,554

DEPT: 10-3200
 CONTROL: SUMTST/01
 REPORT: IS0000S
 FORMAT: AB

UNAUDITED

BROWN COUNTY
 ADMINISTRATION
 DEPARTMENTAL BUDGET REPORT
 MONTH ENDING APRIL 30, 2009

PAGE: 0002
 DATE: 05/20/2009
 TIME: 06:41:00

CURRENT MONTH			YEAR TO DATE			TOTAL	
ACTUAL	BUDGET	VARIANCE	ACTUAL	BUDGET	VARIANCE	REVISED BUDGET	REMAINING BUDGET
128,581	183,865	55,284	472,769	621,288	148,519	1,695,093	1,222,324
GRAND TOTAL EXPENDITURES							
REVENUES							
117,193	117,190	(3)	468,772	468,770	(2)	1,406,312	937,540
117,193	117,190	(3)	468,772	468,770	(2)	1,406,312	937,540
215	158	(57)	920	633	(287)	1,900	980
215	158	(57)	920	633	(287)	1,900	980
19,371	18,786	(585)	53,604	75,144	21,540	225,433	171,829
0	61,448	61,448	0	61,448	61,448	61,448	61,448
19,371	80,234	60,863	53,604	136,592	82,988	286,881	233,277
136,779	197,582	60,803	523,296	605,995	82,699	1,695,093	1,171,797

4/30/2009

	Annual Budget	YTD Budget	YTD Actual
Salaries	\$ 1,177,245	\$ 348,832	\$ 335,296
Fringe Benefits	\$ 536,597	\$ 177,135	\$ 140,838
Operations & Maintenance	\$ 1,629,438	\$ 642,538	\$ 623,280
Travel & Conference	\$ 44,600	\$ 14,867	\$ 7,309
Utilities	\$ 286,696	\$ 114,032	\$ 44,164
Contracted Services	\$ 272,915	\$ 150,115	\$ 23,053
Depreciation	\$ 389,903	\$ 129,968	\$ 137,965
Info Services Chargebacks	\$ 4,337,394	\$ 1,622,800	\$ 1,177,541
Miscellaneous Revenue	\$ -	\$ -	\$ 17,290

HIGHLIGHTS:

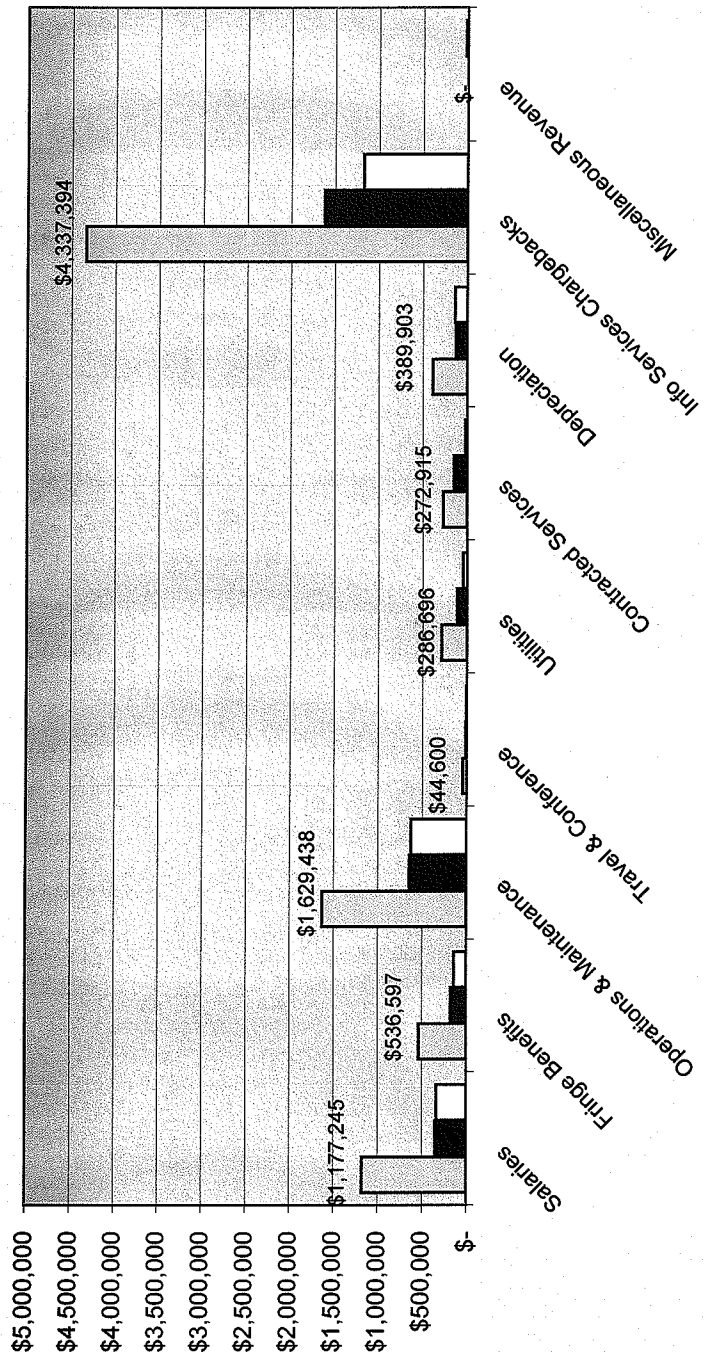
Expenses: Year-to-date savings of \$49,833 is seen in salaries and fringe. Savings of \$69,868 in utilities is due to upcoming charges related to the installation of new phone and internet services and the jail and Community Treatment Center.

Revenues: This budget is funded by chargebacks to departments based on an overhead formula and direct expenses.

Information Services

April 30, 2009

■ Annual Budget
■ YTD Budget
□ YTD Actual



DEPT: 70-2210
CONTROL: POST/04
REPORT: IS0000P
FORMAT: AB

UNAUDITED

....C U R R E N T M O N T H....

ACTUAL	BUDGET	VARIANCE
76,664	90,173	13,509
6,517	0	(6,517)
9,778	417	(9,361)
92,959	90,590	(2,369)
6,822	44,418	37,596
20,506	0	(20,506)
126	0	(126)
1,339	0	(1,339)
736	0	(736)
4,588	0	(4,588)
4,156	0	(4,156)
38,273	44,418	6,145
364	550	186
32,076	8,853	(23,223)
27	83	56
0	17	17
0	106	106
34,168	74,254	40,086
13,086	32,129	19,043
0	208	208
76	208	132
0	1,133	1,133
11	8	(3)
0	108	108
0	86,542	86,542
539	488	(51)
0	42	42
237,803	67,720	(170,083)
318,150	272,449	(45,701)
6,350	3,717	(2,633)
6,350	3,717	(2,633)
2,045	1,992	(53)
11,260	47,291	36,031
13,305	49,283	35,978
706	800	94

BROWN COUNTY
INFORMATION SERVICES
DEPARTMENTAL BUDGET REPORT
MONTH ENDING APRIL 30, 2009

PAGE: 0001
DATE: 05/20/2009
TIME: 06:40:44

.....Y E A R T O D A T E.....	ACTUAL	BUDGET	VARIANCE	TOTAL REVISED BUDGET	REMAINING BUDGET
EXPENDITURES					
REGULAR EARNINGS	279,050	347,165	68,115	1,172,245	893,195
PAID LEAVE EARNINGS	28,047	0	(28,047)	0	(28,047)
OVERTIME EARNINGS	28,199	1,667	(26,532)	5,000	(23,199)
TOTAL SALARIES	335,296	348,832	13,536	1,177,245	841,949
FICA					
ACCIDENT & HEALTH INSURANCE	24,595	177,135	152,540	536,597	512,002
LIFE INSURANCE	75,507	0	(75,507)	0	(75,507)
DENTAL INSURANCE	379	0	(379)	0	(379)
DISABILITY INSURANCE	4,932	0	(4,932)	0	(4,932)
RETIREMENT CREDIT	2,851	0	(2,851)	0	(2,851)
RETIREMENT	17,614	0	(17,614)	0	(17,614)
	14,960	0	(14,960)	0	(14,960)
TOTAL FRINGE BENEFITS	140,838	177,135	36,297	536,597	395,759
OFFICE SUPPLIES	536	2,200	1,664	6,600	6,064
SUPPLIES & EXPENSE	29,140	25,216	(3,924)	68,849	39,709
COPY EXPENSE	327	333	6	1,000	673
PRINTING	156	67	(89)	1,200	44
DUES & MEMBERSHIPS	125	425	300	1,275	1,150
SOFTWARE MAINTENANCE	194,536	218,288	23,752	602,377	407,841
EQUIPMENT REPAIR & MAINTENANCE	81,379	96,714	15,335	268,941	187,562
VEHICLE REPAIR & MAINTENANCE	0	833	833	2,500	2,500
GAS, OIL, ETC.	289	833	544	2,500	2,211
CABLES & CONNECTORS	4,887	4,533	(354)	13,600	8,713
POSTAGE	27	33	6	100	73
BOOKS, PERIODICALS, SUBSCRIPTION	94	432	338	1,296	1,202
COMPUTER SOFTWARE	0	100,634	100,634	138,211	138,211
INSURANCE CHARGEBACKS	2,156	1,950	(206)	5,849	3,693
FILM & PROCESSING	0	167	167	500	500
EQUIPMENT - NONOUTLAY	309,628	189,880	(119,748)	515,640	206,012
TOTAL OPERATION & MAINT.	623,280	642,538	19,258	1,629,438	1,006,158
TRAVEL, CONFERENCE & TRAINING	7,309	14,867	7,558	44,600	37,291
TOTAL TRAVEL & CONFERENCE	7,309	14,867	7,558	44,600	37,291
TELEPHONE	9,025	7,967	(1,058)	23,900	14,875
OTHER UTILITIES	35,139	106,065	70,926	262,796	227,657
TOTAL UTILITIES	44,164	114,032	69,868	286,696	242,532
SECURITY	2,827	3,200	373	9,600	6,773

DEPT: 70-2210
 CONTROL: POST/04
 REPORT: IS0000P
 FORMAT: AB

UNAUDITED

....C U R R E N T M O N T H....

ACTUAL	BUDGET	VARIANCE
2,791	103,265	100,474
3,497	104,065	100,568
31,636	32,492	856
31,636	32,492	856
504,170	597,014	92,844

BROWN COUNTY
 INFORMATION SERVICES
 DEPARTMENTAL BUDGET REPORT
 MONTH ENDING APRIL 30,2009

.....Y E A R T O D A T E.....

ACTUAL	BUDGET	VARIANCE	TOTAL REVISED BUDGET	REMAINING BUDGET
20,226	146,915	126,689	263,315	243,089
23,053	150,115	127,062	272,915	249,862
137,965	129,968	(7,997)	389,903	251,938
137,965	129,968	(7,997)	389,903	251,938
1,311,905	1,577,487	265,582	4,337,394	3,025,489

REVENUES

I.S. REV FROM OUTSIDE SOURCES	324	0	(324)	0	(324)
INFO SERVICES CHARGES	1,177,217	1,622,800	445,583	4,337,394	3,160,177
TOTAL INTERGOVTL CHARGES	1,177,541	1,622,800	445,259	4,337,394	3,159,853
DISPOSITION OF FIXED ASSETS	(8,892)	0	8,892	0	8,892
CAPITAL CONTRIBUTION	26,182	0	(26,182)	0	(26,182)
TOTAL MISCELLANEOUS REVENUE	17,290	0	(17,290)	0	(17,290)
GRAND TOTAL REVENUES	1,194,831	1,622,800	427,969	4,337,394	3,142,563

REQUEST FOR BUDGET TRANSFER

INSTRUCTIONS: This form is to be completed for any Category 1, 2a, 2b, 3, 4, or 5 budget transfer. Completed forms should be submitted to the Department of Administration.

TYPE OF TRANSFER
(check one)

DESCRIPTION

APPROVAL LEVEL

- | | | |
|--|--|------------------|
| <input type="checkbox"/> Category 1 | Reallocation from one line item to another within the major budget categories | Department Head |
| <input type="checkbox"/> Category 2 | | |
| <input type="checkbox"/> a. | Change in Outlay not requiring transfer of funds from another major budget category. | County Executive |
| <input type="checkbox"/> b. | Change in any item within Outlay account which requires the transfer of funds from any other major budget category or the transfer of Outlay funds to another major budget category. | County Board |
| <input checked="" type="checkbox"/> Category 3 | | |
| <input type="checkbox"/> a. | Reallocation between Budget Categories other than 2b or 3b transfers. | County Executive |
| <input checked="" type="checkbox"/> b. | Reallocation of Salaries and Fringe Benefits to another major budget category except contracted services, or reallocation to Salaries and Fringe Benefits from another major budget category except contracted services. | County Board |
| <input type="checkbox"/> Category 4 | Interdepartmental Transfer (including contingency or general fund transfers) | County Board |
| <input type="checkbox"/> Category 5 | Increase in Expenditures with Offsetting Increase in Revenue | County Board |

DESCRIPTION AND JUSTIFICATION (attach additional sheets as needed). In narrative form, describe the requested transfer to include amount, account to transfer from, account to transfer to, and the effect on revenue and expense.

Transfer of funds from delayed annual secondary internet access project at Jail in Other Utilities and transfer to Overtime Earnings to cover increased overtime to eradicate computer virus and implement new financial system.

Decrease Other Utilities	70-2210-50-0607	\$34,080
Increase Overtime Earnings	70-2210-50-0105	\$34,080

Administration-Information Services
Department

Linda VandenLangerberg 4/30/09
Department Head Date

☒ Approved

☐ Disapproved

Tom King 5/4/09
County Executive Date

Information Services Update for Administration Committee May 28, 2009

At the March 26, 2009 Administration Committee Meeting there was an approved motion to have the Information Services Department look into the options to improve the broadcast of County Board meetings to the public. This request originated from a Communication from Supervisor Pat Wetzel at the Brown County Board meeting on March 18, 2009.

Summary of Activity since March 26, 2009 Assignment

- I have been in communication with our Website vendor about options available through them.
- I attended a demonstration of a "cataloging technology" where multiple departments could have many educational videos, including Board Meetings, on internal Brown County or external to the public web servers. This solution would also allow indexing to a particular point on a video.
- I have researched on-line what some other counties are doing. There is a whole gamut out there from doing no broadcasting, to doing audio only, to having only the current month video available for re-broadcast, to having multiple months of meetings available for viewing, to the ultimate of having a complete history of meetings available for on-demand re-play and an index from an agenda to the discussion point during the meeting.
- I was in communication with the City of Green Bay which has just brought on-line the ability to view on-demand the playback of the most recent City Council meeting. They opted not to have a history of meetings available because of storage requirements and not to have an indexing option because of the cost and a monthly staff time commitment to build the index.

An important point of consideration here is: Brown County has a need for the ability to broadcast audio and video communications both internally for employees as well as externally to the public. There is some information re-broadcast to the public now, but we have just scratched the surface. There have been needs identified within ADRC, Health Dept, Human Resources, Human Services, Land Conservation, Sheriff's Dept, UWE, and others. The needs cover the entire spectrum from educational videos for the public to training videos for employees.

The action being requested from the Administration Committee today on this issue is some direction on the depth of a solution we should plan to provide. Options are:

1. Create the baseline solution to the original request which would provide a solution similar to the City of Green Bay. Create the ability to have the most recent County Board meeting available for re-play. There would be neither history nor indexing. This solution would also not help other departments with their needs. This solution would take about 10 hours of IS time to implement and probably have no additional cost for hardware or software.
2. Create a solution similar to number one above except keep the history of meetings going forward. This solution would take 10 – 20 hours of IS time with an additional storage cost of roughly \$100.00 a year.
3. Budget in 2010 for a hardware and software solution that is geared towards the replay of video that would cover the entire spectrum from educational videos for the public to training videos for employees. It would have the ability to jump to a spot within a video based on an index. Note: This index would still be manually created. This automated ability would reduce the volume of calls and mailings required by staff today and would provide an enhanced service to

the public. The cost of such a solution would be about \$100,000.00 and require approximately 50 hours of IS time.

At the April 23, 2009 Administration Committee Meeting there was an approved motion to have the Information Services Department work with the Library and strive to get the 160 replacement public PC's installed at the nine Brown County Library locations. This request originated from a Communication from Supervisor Kathy Johnson at the Brown County Board meeting on April 15, 2009.

Summary of Activity since April 23, 2009 Assignment

- As I reported at the April 23, 2009 Administration Committee Meeting, IS was working with multiple vendors to resolve a printing problem that was preventing the installation of the new Library Reservation Software on the 160 PC's.
- To avoid working on every PC twice, IS was striving to get a totally functional software image before we started a mass roll-out of 160 PC's. IS had been working on the identification and resolution of this problem for over one month.
- Prior to April 23, 2009 IS had scheduled a meeting with the vendor to meet in our offices to resolve this issue. The meeting took place on April 25, 2009 as planned and a work-around solution was brainstormed and tested with success.
- On May 5th IS installed 7 replacement public PC's at the Central Library. A successful test took place to see if patrons had any issues with the new PC's. Now the balance will be rolled out.
- The IS Department anticipates averaging one PC per hour on this very repetitive task. That equates to 160 hours of work, but that does 'not' equate to 4 work weeks as there are always emergency needs that will arise in other departments that will pull us away from this task. Our goal is to complete this installation during May, 2009. In total we plan to install 147 computers with some spares available.
- As a side note, as of this typing we are hoping to utilize two unpaid interns to assist in this project. The interns will not be able to commit more than one or two days a week.

No action is requested from the Administration Committee today on the issue above.

As a follow-up to the Administration Committee on the replacement of the Data Center fire suppression system:

- The previous Data Center (Computer Room) water based fire suppression system was replaced Wednesday April 29, 2009 with a new FM200 Gaseous System.
- An interesting side note, the old water fire suppression system was classified as a "Dry Head" system meaning there was suppose to be no water sitting in the pipe because of the risk to computer equipment. Water would only release into the pipe when a fire was detected. The installer removing the old system said "there was a considerable amount of water in the pipe" in the Data Center. He had only two possible explanations, most likely a leaky valve or perhaps some type of condensation.
- We have no way of determining the future problems for Brown County that were eliminated by Supervisor Bernie Erickson bringing this water fire suppression issue forward. I want to personally thank Supervisor Erickson for recognizing this 'water in the Data Center' problem, acting on it, and the follow through!

No action is requested from the Administration Committee today on the issue above.

Respectfully submitted,

Robert Heimann
Brown County Information Services Director

BROWN COUNTY TREASURER'S FINANCIAL REPORT FOR THE MONTH OF JANUARY

Following is a statement of the County Treasurer of the Cash on Hand and in the General Account the Brown County Treasurer as of January 31, 2009.

Associated Bank and Chase Bank	\$ 13,082,825.00
Bank Mutual and Denmark State Bank	3,237,979.67
Wisconsin Development Fund	0.00
Overnight Investments	1,089,142.10
Deposits In Transit	4,062,394.27
Emergency Fund	(54,113.55)
NSF Checks Redeposited	125,226.49
Clerk Passport Account	0.00
Workers Comp Acct	(17,541.77)
UMR Sweep Account	(311,365.53)
Bank Error(s)	0.00
Total	<u>21,214,546.68</u>
Less Outstanding Checks	(2,919,653.76)
Other Reconcilable Items	(111,769.59)
Balance Per County	\$ 18,183,123.33

Following is a statement of the County Treasurer of the Working Capital reserves placed in time deposits in the designated public depositories within Brown County for the purpose of investments as of January 31, 2009.

	2008	2009
Year-To-Date Interest Received	0.00	0.00
Interest Received - Current Month	<u>582,306.94</u>	<u>155,912.86</u>
Year-To-Date Interest Unrestricted Funds	\$ 582,306.94	\$ 155,912.86
 Working Capital Reserves Invested	123,251,088.17	94,488,096.69
Restricted Investments	<u>9,445,028.34</u>	<u>39,904,011.85</u>
Total funds invested	\$ 132,696,116.51	\$ 134,392,108.54
 Certificates of Deposits	16,600,000.00	16,350,000.00
Treas-Gov't Agencies	36,105,075.28	45,882,503.61
Commercial Paper	19,912,293.06	14,998,015.98
Money Market -Pooled Fds	<u>60,078,748.17</u>	<u>57,161,588.95</u>
Total	\$ 132,696,116.51	\$ 134,392,108.54

Monthly Interest Rate of Return:	4.027%	1.225%
----------------------------------	--------	--------

I, Kerry M. Blaney, Brown County Treasurer, do hereby certify that the above statement of Cash on Hand and in the General Account as of January 31, 2009. Statement of Investments for the month of January have been compared and examined, and found to be correct.


Kerry M. Blaney, County Treasurer

Approved by:

County Executive Date

Submitted by Administration Committee:

Final draft approved by Corporation Counsel
W:\MSOFFICE\Word\Cash\Jan\2009

BROWN COUNTY TREASURER'S FINANCIAL REPORT FOR THE MONTH OF FEBRUARY

Following is a statement of the County Treasurer of the Cash on Hand and in the General Account the Brown County Treasurer as of February 28, 2009.

Associated Bank and Chase Bank	\$ 6,224,101.65
Bank Mutual and Denmark State Bank	3,590,875.98
Wisconsin Development Fund	0.00
Overnight Investments	194,669.57
Deposits In Transit	42,115.02
Emergency Fund	(36,308.30)
NSF Checks Redeposited	158,984.74
Clerk Passport Account	0.00
Workers Comp Acct	(15,573.34)
UMR Sweep Account	(737,038.03)
Bank Error(s)	0.00
Total	<u>9,421,827.29</u>
Less Outstanding Checks	(4,074,136.96)
Other Reconcilable Items	.00
Balance Per County	\$ 5,347,690.33

Following is a statement of the County Treasurer of the Working Capital reserves placed in time deposits in the designated public depositories within Brown County for the purpose of investments as of February 28, 2009.

	2008	2009
Prior Month Year-To-Date Interest Rec'd	582,306.94	155,912.86
Interest Received - Current Month	<u>410,374.96</u>	<u>184,975.42</u>
Year-To-Date Interest Unrestricted Funds	\$ 992,681.90	\$ 340,888.28
Working Capital Reserves Invested	146,752,962.74	116,201,582.29
Restricted Investments	<u>4,332,956.84</u>	<u>39,904,011.85</u>
Total funds invested	\$ 151,085,919.58	\$ 156,105,594.14
Certificates of Deposits	20,600,000.00	16,350,000.00
Treas-Gov't Agencies	36,256,942.39	45,928,203.75
Commercial Paper	22,894,016.67	16,990,177.09
Money Market-Pool Funds	<u>71,334,960.52</u>	<u>76,837,213.30</u>
Total	\$ 151,085,919.58	\$ 156,105,594.14

Monthly Interest Rate or return:	3.412%	1.003%
----------------------------------	--------	--------

I, Kerry M. Blaney, Brown County Treasurer, do hereby certify that the above statement of Cash on Hand and in the General Account as of February 28, 2009. Statement of Investments for the month of February have been compared and examined, and found to be correct.


Kerry M. Blaney, County Treasurer

Approved by:

County Executive Date

Submitted by Administration Committee:

Final draft approved by Corporation Counsel
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BROWN COUNTY TREASURER'S FINANCIAL REPORT FOR THE MONTH OF MARCH

Following is a statement of the County Treasurer of the Cash on Hand and in the General Account the Brown County Treasurer as of March 31, 2009.

Associated Bank and Chase Bank	\$ 4,793,271.15
Bank Mutual and Denmark State Bank	3,593,725.07
Wisconsin Development Fund	0.00
Overnight Investments	146.76
Deposits In Transit	202,630.44
Emergency Fund	(24,987.46)
NSF Checks Redeposited	162,278.60
Clerk Passport Account	0.00
Workers Comp Acct	(26,331.23)
UMR Sweep Account	(627,015.91)
Bank Error(s)	0.00
Total	<u>8,073,717.42</u>
Less Outstanding Checks	(1,112,554.81)
Other Reconcilable Items	(0.00)
Balance Per County	\$ 6,961,162.61

Following is a statement of the County Treasurer of the Working Capital reserves placed in time deposits in the designated public depositories within Brown County for the purpose of investments as of March 31, 2009.

	2008	2009
Year-To-Date Interest Received	992,681.90	340,888.28
Interest Received - Current Month	<u>564,778.32</u>	<u>312,544.19</u>
Year-To-Date Interest Unrestricted Funds	\$ 1,557,460.22	\$ 653,432.47
 Working Capital Reserves Invested	135,626,674.40	121,093,229.30
Restricted Investments	<u>4,332,956.84</u>	<u>28,866,768.25</u>
Total funds invested	\$ 139,959,631.24	\$ 149,959,997.55
 Certificates of Deposits	26,600,000.00	19,350,000.00
Treas-Gov't Agencies	34,935,846.30	45,531,516.18
Commercial Paper	19,876,493.06	9,963,627.77
Money Mkt-Pool	<u>58,547,291.88</u>	<u>75,114,853.60</u>
Total	\$139,959,631.24	\$149,959,997.55

Rate of Return:	3.106%	1.219%
-----------------	--------	--------

I, Kerry M. Blaney, Brown County Treasurer, do hereby certify that the above statement of Cash on Hand and in the General Account as of March 31, 2009. Statement of Investments for the month of March have been compared and examined, and found to be correct.


Kerry M. Blaney, County Treasurer

Approved by:

County Executive Date

Submitted by Administration Committee:

Final draft approved by Corporation Counsel
W:\MSOFFICE\Word\Cash\Mar\2009

Brown County
Corporation Counsel
 Budget Status Report

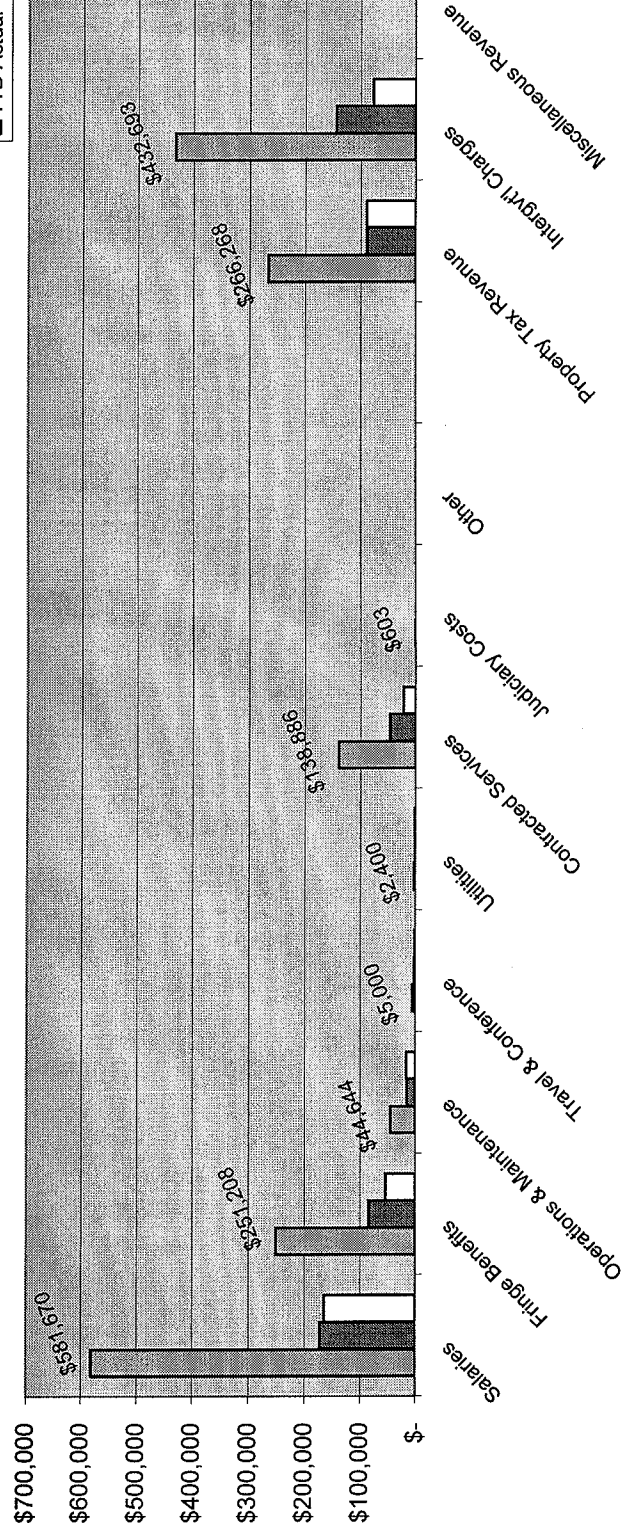
4/30/2009

HIGHLIGHTS:

	Annual Budget	YTD Budget	YTD Actual
Salaries	\$ 581,670	\$ 172,264	\$ 164,068
Fringe Benefits	\$ 251,208	\$ 83,748	\$ 53,311
Operations & Maintenance	\$ 44,644	\$ 14,883	\$ 16,048
Travel & Conference	\$ 5,000	\$ 1,667	\$ 1,410
Utilities	\$ 2,400	\$ 800	\$ 918
Contracted Services	\$ 138,886	\$ 46,296	\$ 21,725
Judiciary Costs	\$ 603	\$ 201	\$ -
Other			
Property Tax Revenue	\$ 266,268	\$ 88,756	\$ 88,756
Intergvt'l Charges	\$ 432,693	\$ 144,231	\$ 77,038
Miscellaneous Revenue		\$ -	\$ -

Corporation Counsel - APRIL, 2009

■ Annual Budget
 ■ YTD Budget
 □ YTD Actual



DEPT: 10-1601
CONTROL: POST/01
REPORT: IS0000P
FORMAT: AB

UNAUDITED

BROWN COUNTY
CORPORATION COUNSEL
DEPARTMENTAL BUDGET REPORT
MONTH ENDING APRIL 30, 2009

PAGE: 0001
DATE: 05/19/2009
TIME: 15:17:41

.....C U R R E N T M O N T H.....			Y E A R T O D A T E.....			
ACTUAL	BUDGET	VARIANCE		ACTUAL	BUDGET	VARIANCE	TOTAL REVISED BUDGET
EXPENDITURES							
42,011	44,744	2,733	REGULAR EARNINGS	151,580	172,264	20,684	581,670
3,330	0	(3,330)	PAID LEAVE EARNINGS	12,488	0	(12,488)	0
45,341	44,744	(597)	TOTAL SALARIES	164,068	172,264	8,196	581,670
3,322	20,936	17,614	FICA	12,042	83,748	71,706	251,208
7,597	0	(7,597)	ACCIDENT & HEALTH INSURANCE	24,644	0	(24,644)	0
593	0	(593)	LIFE INSURANCE	2,260	0	(2,260)	0
336	0	(336)	DENTAL INSURANCE	2,003	0	(2,003)	0
1,779	0	(1,779)	DISABILITY INSURANCE	1,270	0	(1,270)	0
1,996	0	(1,996)	RETIREMENT CREDIT	5,919	0	(5,919)	0
30	0	(30)	RETIREMENT	7,052	0	(7,052)	0
15,740	20,936	5,196	WORKERS COMPENSATION INSURANCE	53,311	83,748	30,437	251,208
182	187	5	TOTAL FRINGE BENEFITS	878	750	(128)	2,250
82	125	43	OFFICE SUPPLIES	202	500	298	1,500
4	29	25	COPY EXPENSE	99	117	18	350
0	167	167	PRINTING	30	667	637	2,000
235	125	(110)	DUES & MEMBERSHIPS	617	500	(117)	1,500
800	542	(258)	POSTAGE	2,315	2,167	(148)	6,500
2,333	2,441	108	BOOKS, PERIODICALS, SUBSCRIPTION	8,505	9,761	1,256	29,281
105	105	0	INFORMATION SERVICES CHRGBCKS	421	421	0	1,263
0	0	0	INSURANCE CHARGEBACKS	2,981	0	(2,981)	0
3,741	3,721	(20)	EQUIPMENT NONOUTLAY	16,048	14,883	(1,165)	44,644
1,109	417	(692)	TOTAL OPERATION & MAINT.	1,410	1,667	257	5,000
1,109	417	(692)	TRAVEL, CONFERENCE & TRAINING	1,410	1,667	257	5,000
268	200	(68)	TOTAL TRAVEL & CONFERENCE	918	800	(118)	2,400
268	200	(68)	TELEPHONE	918	800	(118)	2,400
357	167	(190)	TOTAL UTILITIES	652	667	15	2,000
0	42	42	PAPER SERVICE-LEGAL	0	167	167	500
18,602	23,270	4,668	COURT REPORTER SERVICES	62,737	93,080	30,343	279,241
(9,491)	(11,904)	(2,414)	LEGAL SERVICES	(41,664)	(47,618)	(5,954)	(142,855)
9,468	11,575	2,106	LEGAL SERVICES - CONTRA	21,725	46,296	24,571	138,886
0	42	42	TOTAL CONTRACTED SERVICES	0	167	167	500
			TRANSCRIPTS				

REMAINING
BUDGET

DEPT: 10-1601
CONTROL: POST/01
REPORT: IS0000P
FORMAT: AB

UNAUDITED

....CURRENT MONTH....

ACTUAL	BUDGET	VARIANCE
--------	--------	----------

0	8	8
0	50	50
75,667	81,643	5,975
=====	=====	=====

WITNESS FEES
TOTAL JUDICIARY COSTS
GRAND TOTAL EXPENDITURES

REVENUES

22,189	22,189	0
22,189	22,189	0
31,283	27,083	(4,200)
32	37	5
31,315	27,120	(4,195)
=====	=====	=====

PROPERTY TAXES
TOTAL TAXES
GAL FEES
LEGAL FEES
TOTAL PUBLIC CHARGES

0	1,000	1,000
19,765	24,633	4,868
0	10,425	10,425
19,765	36,058	16,293
73,269	85,367	12,098
=====	=====	=====

REVENUE FROM MUNICIPALITIES
IV-D CHARGE BACK
IV-E CHARGE BACK
TOTAL INTERGOVTL CHARGES
GRAND TOTAL REVENUES

BROWN COUNTY
CORPORATION COUNSEL
DEPARTMENTAL BUDGET REPORT
MONTH ENDING APRIL 30,2009

.....YEAR TO DATE.....

ACTUAL	BUDGET	VARIANCE
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0	34	34
0	201	201
257,480	319,859	62,379
=====	=====	=====

TOTAL REVISED BUDGET	REMAINING BUDGET
103	103
603	603
1,024,411	766,931
=====	=====

88,756	88,756	0	266,268	177,512
88,756	88,756	0	266,268	177,512
123,652	108,333	(15,319)	325,000	201,348
32	150	118	450	418
123,684	108,483	(15,201)	325,450	201,766
=====	=====	=====	=====	=====

0	4,000	4,000	12,000	12,000
77,038	98,531	21,493	295,592	218,554
0	41,700	41,700	125,101	125,101
77,038	144,231	67,193	432,693	355,655
289,478	341,470	51,992	1,024,411	734,933
=====	=====	=====	=====	=====

Brown County
Child Support
Budget Status Report
4/30/2009

	Annual Budget	YTD Budget	YTD Actual
Personnel	\$ 1,177,765	\$ 347,319	\$ 289,523
Fringe Benefits	\$ 769,580	\$ 256,527	\$ 227,778
Operations & Maintenance	\$ 839,950	\$ 279,985	\$ 243,207
Travel & Conference	\$ 5,000	\$ 1,667	\$ 474
Utilities	\$ 12,200	\$ 4,067	\$ 3,521
Contracted Services	\$ 53,820	\$ 17,941	\$ 12,292
Medical Expenses	\$ 50,000	\$ 16,667	\$ 22,422
Judiciary Costs	\$ 5,850	\$ 1,950	\$ 1,501
Other Expenses	\$ -	\$ -	\$ -
Outlay	\$ -	\$ -	\$ -
Property Tax Revenue	\$ 436,792	\$ 145,597	\$ 145,596
Intergov't Revenue	\$ 515,687	\$ 171,896	\$ -
Public Charges	\$ 47,500	\$ 15,833	\$ 20,012
Intergov't Charges	\$ 1,914,186	\$ 638,062	\$ 643,748
Miscellaneous Revenue	\$ -	\$ -	\$ -

HIGHLIGHTS:

All costs categories are below YTD budget amounts. The funding for Child Support is on the Federal Fiscal Year which begins 10/1. YTD savings in expenses is \$72,717.00

Child Support - April 30, 2009

